



Original



Amendment

U.S. House of Representatives
111th Congress

2011 JAN 24 PM 4:07

MEMBER / OFFICER
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make these forms available to the public as soon as possible after they are received.

1. Name of Traveler: Tim Scott
2. a. Name of Accompanying Family Member (if any): N/A
 b. Relationship to Member/Officer: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Date of Departure and Date of Return: Jan 13 - Jan 15
 b. Dates at personal expense (if any): N/A
4. Itinerary (cities of departure - destination - return): Please see Attached
DC - Baltimore - DC
5. Sponsor(s) (who paid for the trip): The Congressional Institute
6. Describe meetings and events attended (attach additional pages if necessary):
Please See Attached
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 a. ☒ the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
 b. ☒ the Traveler Form completed by the Member or officer; and
 c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): ☒
 b. If not, explain: _____

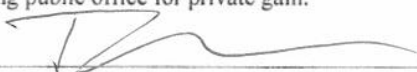
9. **TRIP EXPENSES:** Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For Member or Officer:	50	413	463
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For Member or Officer:		
For accompanying family member:		

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses listed above were necessary and that the travel was in connection with my duties as a Member or Officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:



DATE:

Jan 24, 2011

Version date 3/2009 by Committee on Standards of Official Conduct



Congress of Tomorrow 2011
House Conference Retreat
AGENDA

Thursday, January 13th

10:00 – 12:00 PM	Hotel Registration & Luggage Drop	Rayburn Horseshoe
2:00 PM	Buses depart for Baltimore	Rayburn Horseshoe
3:30 PM	Opening Session Welcome by Mark Strand, President of the Congressional Institute	
3:35 PM	Leadership Session	
4:45 PM	Open Microphone Session	
5:30 PM	Plenary Session #1	
6:30 PM	Reception	
7:15 PM	Dinner with Congressional Institute Guests Keynote Speaker: Dennis Prager [INVITED]	

Friday, January 14th

7:00 AM	Catholic Mass
7:00 AM	Bible Study
8:00 AM	Breakfast Keynote: TBD
9:00 AM	Landscape David Winston, The Winston Group John McLaughlin, McLaughlin and Associates [INVITED]
10:00 AM	Jobs and the Economy Art Laffer, Laffer Associates [INVITED] Keith Hennessey, Stanford University [INVITED]
11:00 AM	Budget and Spending Larry Kotlikoff, Boston University [INVITED] Carmen Reinhart, University of Maryland [INVITED]

**** Please note the timing to the sessions are subject to change ****

12:00 PM	Governors Panel Lunch Governor Bob McDonnell, Virginia [INVITED] Governor Haley Barbour, Mississippi [INVITED] Governor-Elect Susanna Martinez, New Mexico [INVITED]
2:00 PM	Freshman Presentation
2:30 PM	Communications Presentation Speaker: Frank Luntz, The Word Doctors [INVITED]
3:30 PM	Ethics Session Jan Baran, Wiley Rein LLP Rob Walker, Former Staff Director and Chief Counsel to the House and Senate Ethics Committee
4:30 PM	Break Out Sessions Social Values National Security Energy
6:15 PM	Reception
7:00 PM	Dinner Keynote speaker: David McCollough, Author [INVITED]

Saturday, January 15th

7:00 AM	Catholic Mass	
7:00 AM	Bible Study	
8:00 AM	Breakfast	
9:00 AM	Healthcare Speaker TBA	
10:00 AM	New Media/Communications Presentation Rich Thau, Presentation Testing	
11:00 AM	The Lessons of the Last Republican Majority Speaker: TBA	
12:00 PM	Depart for Washington	
1:00 PM	Pick Up Luggage	Rayburn Horseshoe

Ongoing Sign Up Sessions: Terri Sjodin/Speech Training, Rich Thau/Social Networking
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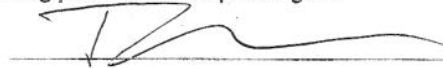
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SIGNATURE OF MEMBER:



DATE:

Jan 24, 2011



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**** Please note the timing to the sessions are subject to change ****

2nd Fax

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers, and Employees

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Tim Scott

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature]

Name of Signatory (if other than traveler): Joe McKeown

For staff, name of employing Member/Committee: Tim Scott

Office address: 1117 Longworth HOB

Phone number: 202-225-3176

Email address of contact person: JMCKEOWN@MAIL.HOUSE.GOV

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

U.S. House of Representatives
Committee on Standards of Official Conduct

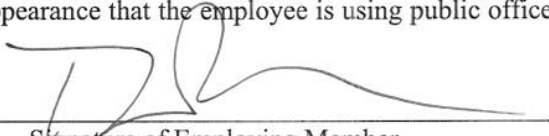
PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1. Name of Traveler: Tim Scott
2. Sponsor(s) (who will be paying for the trip): The Congressional Institute
3. Travel destination(s): Baltimore, Maryland
4. a. Date of Departure and Date of Return: Jan. 13 / Jan 15
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: N/A
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No
b. If yes, name of accompanying family member: _____
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No
b. If yes, check one of the following: ☐ N/A – Sponsor checked 9(a) or 9(b)
(1) Approval for one-night's lodging and meals is being requested: ☐ or
(2) Approval for two-nights' lodging and meals is being requested: ☐
If "(2)" is checked, explain why the second night is warranted: _____
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:
This House Conference Retreat will better equip me to serve my district.

9. **FOR STAFF:**
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 1-4-2011


Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

**U.S. House of Representatives
Committee on Standards of Official Conduct**

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): The Congressional Institute (CI)
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (*Signify that the statement is true by checking box*): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (*Signify that the statement is true by checking box*): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☒ Yes ☐ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See attached
See attached
6. Dates of travel: January 13-15, 2011
7. Cities of departure – destination – return: Washington DC - Baltimore, MD - Washington DC
8. Attached is a detailed agenda of the activities taking place during the travel (*i.e.*, an hourly description of planned activities) (*Signify "yes" by checking box*): ☒
9. I represent that (*check one of the following*):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (*i.e.*, if you checked Question 9(c)), check one of the following:
 - a. N/A – I checked 9(a) or (b) above: ☒
 - b. One-night's lodging and meals are being offered: ☐ or
 - c. Two-nights' lodging and meals are being offered: ☐
If "c" is checked, explain why the second night is warranted: _____

11. Check one:
- I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (Signify that the statement is true by checking box): ☒ or
 - N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
The CI president and staff organize, manage and control the event. The purpose of CI, a 501(c)(4) organization is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others.
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
Coach Bus
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted: N/A
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (Signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
 - The trip involves events that are arranged *specifically with regard* to congressional participation: ☒
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Thursday \$131
Friday \$230, Saturday \$96
16. Reason for selecting the location of the event or trip: Relative proximity to Washington DC, the capacity and capability of handling a large event.
17. Name of hotel or other lodging facility: Baltimore Marriott Waterfront, Baltimore MD
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$179 plus 15.5% tax
19. Reason(s) for selecting hotel or other lodging facility: Relative proximity to Washington DC, security for Members and other high level government officials, capability of handling a large event.

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	\$50	\$413	\$457
For each accompanying family member	\$50	\$0	\$346

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	n/a	
For each accompanying family member	n/a	

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name and title: Mark Strand, President

Organization: The Congressional Institute

Address: 1700 Diagonal Road, Suite 730

Telephone number: 703-837-8812

Fax number: 703-837-8817

Email Address: strand@conginst.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct



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Congress of Tomorrow | Invitation List

Name		Institution	Reason for Invitation
1	TBD	Office of the Republican Whip	Leadership Staff
2	TBD	Office of the Republican Whip	Leadership Staff
3	TBD	House Republican Conference	Leadership Staff
4	TBD	House Republican Conference	Leadership Staff
5	TBD	Office of Rep. Scott	Leadership Staff
6	TBD	Intelligence Cmte.	Committee Staff
7	TBD	Small Business Cmte.	Committee Staff
8	Gary Andres	Energy and Commerce Cmte.	Committee Staff
9	Amy Barrera	Office of the Republican Leader	Leadership Staff
10	Brendan Belair	House Republican Conference	Leadership Staff
11	Neil Bradley	Office of the Republican Leader	Leadership Staff
12	Larry Brady	Oversight and Gov't Reform Cmte.	Committee Staff
13	Chelsea Brown	House Republican Conference	Leadership Staff
14	Dee Buchanan	House Republican Conference	Leadership Staff
15	Ed Cassidy	Office of the Speaker	Leadership Staff
16	Kristen Chaplin	Office of the Speaker	Leadership Staff
17	Jim Coon	Transportation and Infrastructure	Committee Staff
18	Father Dan Coughlin	Office of the Chaplain	Chaplain
19	Brad Dayspring	Office of the Republican Leader	Leadership Staff
20	Johnny DeStefano	Office of the Speaker	Leadership Staff
21	Jeremy Deutsch	House Republican Conference Vice-	Leadership Staff
22	Bill Dolbow	Office of the Republican Leader	Leadership Staff
23	Andrew Duke	House Republican Conference	Leadership Staff
24	Erica Elliott	Office of the Republican Whip	Leadership Staff
25	Laena Fallon	Office of the Republican Leader	Leadership Staff
26	Mike Ference	Office of the Republican Leader	Leadership Staff
27	Leslee Gilbert	Science and Technology Cmte.	Committee Staff
28	Hugh Halpern	Rules Cmte.	Committee Staff

Congress of Tomorrow | Invitation List

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29	Bill	Inglee	Appropriations Cmte.	Committee Staff
30	Barry	Jackson	Office of the Speaker	Leadership Staff
31	Barrett	Karr	Education and Labor Cmte.	Committee Staff
32	Laura	Kent	Tuesday Group	Leadership Staff
33	Phil	Kiko	House Administration Cmte.	Committee Staff
34	Trevor	Kolego	Office of the Speaker	Leadership Staff
35	Mick	Krieger	Office of the Speaker	Leadership Staff
36	Larry	Lavender	Financial Services Cmte.	Committee Staff
37	Matt	Lira	Office of the Republican Leader	Leadership Staff
38	Brett	Loper	Office of the Speaker	Leadership Staff
39	Brian	MacDonald	Rep. Chairman of the Leadership	Leadership Staff
40	Sarah	Makin	House Republican Conference	Leadership Staff
41	Danielle	Maurer	Office of the Speaker	Leadership Staff
42	Matt	McGinley	Republican Policy Committee	Leadership Staff
43	Sean	McLaughlin	Judiciary Cmte.	Committee Staff
44	Daris	Meeks	House Republican Conference	Leadership Staff
45	James	Min	Office of the Republican Whip	Leadership Staff
46	Brian	Monahan	Office of the Attending Physician	Physician
47	John	Murray	Office of the Republican Leader	Leadership Staff
48	Valerie	Nelson	Office of the Republican Leader	Leadership Staff
49	Kyle	Nevins	Office of the Republican Leader	Leadership Staff
50	Yleem	Poblete	Foreign Affairs Cmte.	Committee Staff
51	Sarah	Pompei	Office of the Republican Whip	Leadership Staff
52	Mike	Russell	Homeland Security Cmte.	Committee Staff
53	Josh	Saltzman	Office of Rep. Sessions	Leadership Staff
54	Dave	Schnittger	Office of the Speaker	Leadership Staff
55	Nicole	Scott	Agriculture Cmte.	Committee Staff
56	Emily	Seidel	House Republican Conference	Leadership Staff

Name			Institution	Reason for Invitation
57	Bob	Simmons	Armed Services Cmte.	Committee Staff
58	Ja'Ron	Smith	House Republican Conference	Leadership Staff
59	Kevin	Smith	Office of the Speaker	Leadership Staff
60	Austin	Smythe	Budget Cmte.	Committee Staff
61	Mike	Sommers	Office of the Speaker	Leadership Staff
62	Jo-Marie	St. Martin	Office of the Speaker	Leadership Staff
63	Mike	Steel	Office of the Speaker	Leadership Staff
64	John	Stipicevic	Office of the Republican Whip	Leadership Staff
65	Jordan	Stoick	Office of Rep. Noem	Leadership Staff
66	Steve	Stombres	Office of the Republican Leader	Leadership Staff
67	Katie	Strand	House Republican Conference	Leadership Staff
68	Paul	Teller	Republican Study Committee	Leadership Staff
69	Anne	Thorsen	Office of the Speaker	Leadership Staff
70	Helen	Tolar	Veterans' Affairs Cmte.	Committee Staff
71	Jon	Traub	Ways and Means Cmte.	Committee Staff
72	John	Walker	House Republican Conference	Leadership Staff
73	Kristi	Way	Office of Rep. Boehner	Leadership Staff
74	Brian	Worth	Office of the Republican Whip	Leadership Staff
75	Todd	Young	Natural Resources Cmte.	Committee Staff

U.S. House of Representatives
Committee on Standards of Official Conduct

2nd Tax
RECEIVED

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers, and Employees

2011 JAN -4 PM 2:27
COMMITTEE ON STANDARDS

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: TIM SCOTT

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature]

Name of Signatory (if other than traveler): JOE MCKEOWN

For staff, name of employing Member/Committee: TIM SCOTT

Office address: 1117 LONGWORTH HOB

Phone number: 202-225-3176

Email address of contact person: JMCKEOWN@MAIL.HOUSE.GOV

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

McKeown, Joe

From: Congressional Institute [no-reply@wufoo.com]
Sent: Tuesday, January 04, 2011 1:23 PM
To: McKeown, Joe
Subject: Congress of Tomorrow 2011 - House Staff

Thank you for registering for Congress of Tomorrow: House Member Retreat in Baltimore. If you need to make changes to your reservation, please reply to this email.

To comply with House rules, you need to have pre-authorization from the Committee on Standards of Official Conduct. You can download a copy of the Institute's Private Sponsor Travel Certification Form by following this link:

<http://dl.dropbox.com/u/16941310/HouseEthicsPackage.zip>

This form must be submitted with your completed Traveler Form by Wednesday, December 29th to the Committee on Standards of Official Conduct. Failure to do so may result in your not being able to attend or having to cover the cost of your attendance personally.

Additionally, you must file a travel disclosure statement with the Clerk of the House within 15 days of your return.

Congress of Tomorrow 2011 – House Staff

Access Code * h845818

Name * Joe McKeown

Office * Congressman Timothy Scott (SC-1)

Email * jmckeown@mail.house.gov

Phone Number (843) 343-4991

Fax Number (202) 225-3407

Will you attend the House Member Retreat on Yes
January 13-15, 2011? *

Will your SPOUSE attend the House Member No
Retreat? *

Would you like a room near a smoking access No
point?

Will you need an extra room for your family No
during the retreat?

Transportation Options I will be ARRIVING on the CHARTER BUS on Thursday, January 13th.
I will be RETURNING on the CHARTER BUS on Saturday, January 15th.

McKeown, Joe

From: Mark Strand [rsvp@conginst.org]
Sent: Tuesday, January 04, 2011 12:54 PM
To: McKeown, Joe
Subject: House Conference Retreat: January 13-15!

2011 CONGRESS OF TOMORROW: House Conference Retreat
January 13-15, 2011
Baltimore Marriott Waterfront, Baltimore, Maryland

Dear Joe:

The Congressional Institute is once again honored to host the Congress of Tomorrow House Conference Retreat, from Thursday, January 13th, through Saturday, January 15th, at the Baltimore Marriott Waterfront Hotel in Baltimore, Maryland. We are coordinating with the House GOP Elected Leadership to design a highly worthwhile retreat program with very special guest speakers.

As you know, staff plays a critical supporting role at the Congressional retreats, both substantively and practically. Although your first obligation will be to your Member, we hope you will be able to help the very small Congressional Institute staff with minimal conference logistics, such as guiding Members to the buses, providing session scribing, and staffing the conference office at the retreat. We also strongly encourage you to travel with Members. **A mandatory security and program review meeting for all staff attendees will be held before the retreat.** At this meeting, we will distribute packets containing final details.

Your spouse and children are invited to accompany you on this trip, but in compliance with House rules, the Institute will only be able to cover the cost of the staff person and one family member. The additional cost for a child age 12 and under is \$86 and \$236 for children ages 13-17. There will not be a program for staff spouses, but they are invited to attend all meal functions. Childcare will be provided.

We will depart from the Rayburn Building Thursday, January 13th, via charter bus at 2:00 PM. Packet pick-up will occur on Wednesday. Luggage drop and hotel registration will occur at 10:00 AM on Thursday morning in the Rayburn Horseshoe. We will return to Washington on Saturday at approximately 2:00 PM.

The Congressional Institute will be responsible for all logistical arrangements, including room reservations, meals, transportation, meetings, and other activities during the retreat. We have set up online registration for this event at the following website: <https://conginst.wufoo.com/forms/congress-of-tomorrow-2011-house-staff/> Your access information is:

Access Code: H845818

To comply with House rules, you need to have **pre-authorization** from the Committee on Standards of Official Conduct. You can download a copy of the Institute's Private Sponsor Travel Certification Form by following this link: <http://dl.dropbox.com/u/16941310/HouseEthicsPackage.zip>

This form must be submitted with your completed Traveler Form by **Wednesday, December 29th** to the Committee on Standards of Official Conduct. Additionally, you must file a travel disclosure statement with the Clerk of the House within 15 days of your return.

More information on the program, transportation, and activities at the retreat will be sent to you in future mailings. In the meantime, if you have any questions, special concerns, or need additional information, please call 703-837-8812, or email rsvp@conginst.org. We look forward to seeing you in Baltimore!

Mark Strand, President
The Congressional Institute
(703) 837-8812 office

571-366-DD40 / STRAND@CONGIST.ORG